

## 2011 CSA Program Steps for Site Coordinators

- ☐ These steps will typically take about 5 hours to complete. They are best completed by a team of two or more.
- ☐ By Friday, Mar 25, contact Casey or Linda to express your agency's interest in participation. We would be happy to arrange a meeting with you to talk further.

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- ☐ Gain management approval. (Agencies have offered this opportunity for a number of years. Contact Casey or Linda with questions we might help you address; we have been able to resolve many concerns elsewhere.)
- ☐ Talk with your building facilities management to establish a weekly drop-site—same day, same time, same place each week.
- ☐ Choose a CSA farm. Visit Minnesota Grown [www.minnesotagrown.com](http://www.minnesotagrown.com) or the Land Stewardship Project [www.landstewardshipproject.org/csa.html](http://www.landstewardshipproject.org/csa.html) for lists of CSA farms. Casey would be happy to assist you in selecting a farm.
- ☐ Coordinate with the CSA farm to schedule a brown bag where interested employees can meet the farmer, ask questions and decide if they'd like to participate. Take names of those who would like to participate. (These are a blast. Be sure to invite us!)
- ☐ Recruit CSA members. (You've got your "hot" list from the brown bag. Casey and Linda can provide sample communications to recruit more.) Your CSA farm may have a minimum number of full shares, say 10-15, that must be sold for your location to participate as a drop-site.
- ☐ Keep track of who has committed, and who would like to split shares. Match partial-share people up, if they haven't done so themselves. Give list to the farmer.
- ☐ It is NOT the Site Coordinator's responsibility to handle money. The money will go directly from the member to the farmer.
- ☐ It is NOT the Site Coordinator's responsibility to resolve issues related to the quantity or quality of the share. This is a discussion between the member and the farm.
- ☐ Confirm that food is delivered. (It will be!) Have a signup sheet on a clipboard, or label each box, so you know who has and who hasn't picked up their share. Possibly e-mail delinquents, or deliver their share to a food bank.
- ☐ Light sweeping of drop-off area.

Linda and Casey

